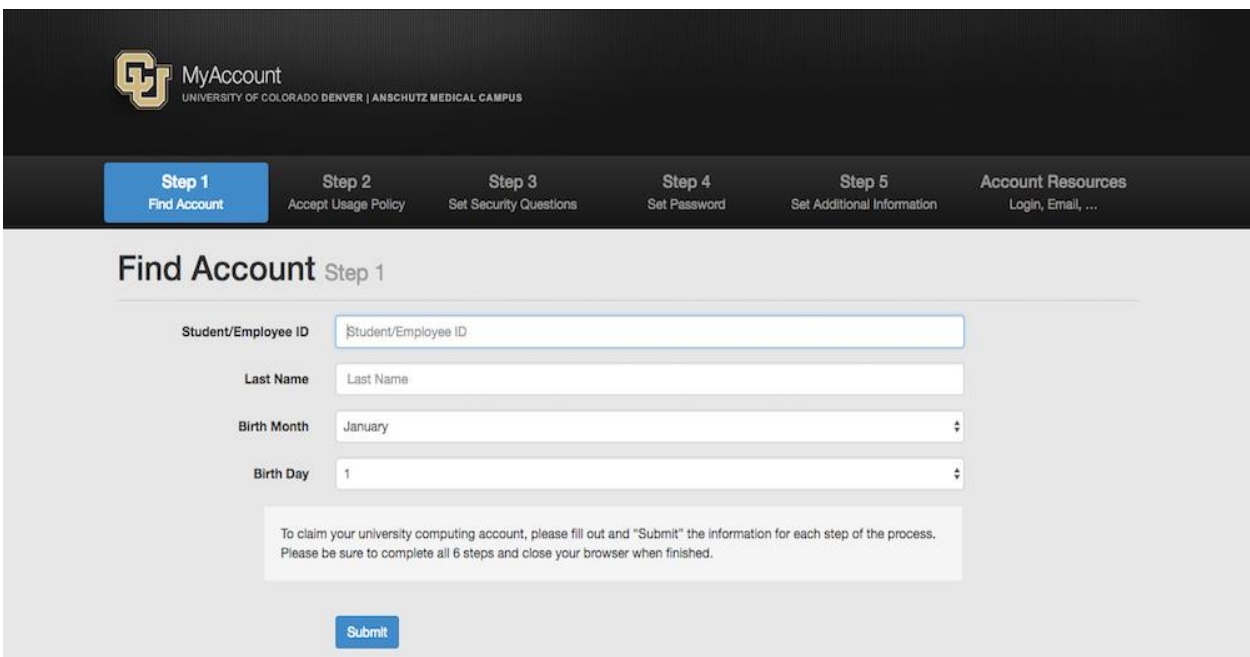


How to Pay your GEM Admissions Deposit

Below is a step-by-step guide on how to access the student portal to pay your \$500 GEM MS tuition deposit or your \$200 GEM Energy Certificate deposit.

You will need your student identification number (SID) to activate your account and have access to the student portal. You will receive an email from the university with this information. Please allow up to 2 weeks after acceptance to receive this information. If you still have not received your student ID after that timeframe, please contact Erica Hyman, Assistant Director of Student Success at erica.hyman@ucdenver.edu.

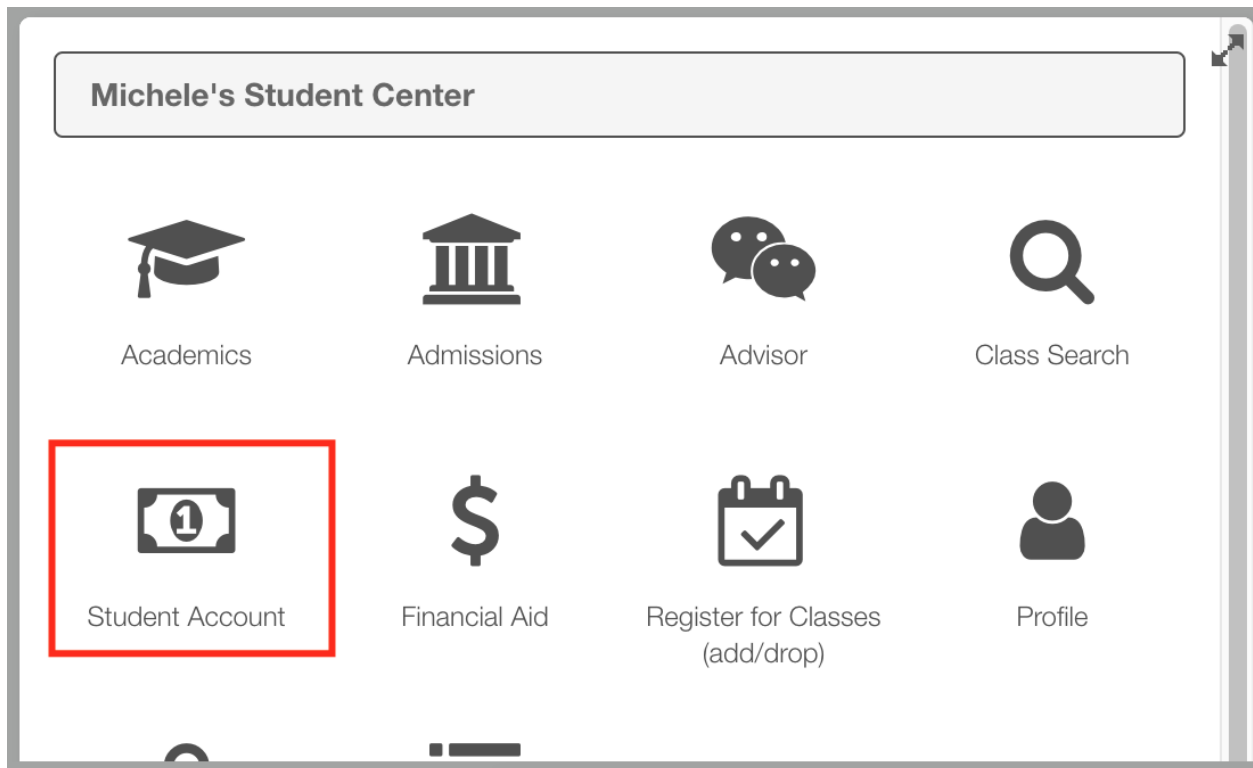
1. The first step is to set up your username and password. Go to <https://myaccount.ucdenver.edu>
2. Follow the prompts and record the password you set in step 4. (Forgot your Student ID #? Email Michele Cooper at michele.cooper@ucdenver.edu)



The screenshot shows the 'MyAccount' portal for the University of Colorado Denver | Anschutz Medical Campus. The navigation bar includes: Step 1 Find Account (highlighted), Step 2 Accept Usage Policy, Step 3 Set Security Questions, Step 4 Set Password, Step 5 Set Additional Information, and Account Resources (Login, Email, ...). The main content area is titled 'Find Account Step 1' and contains a form with the following fields: Student/Employee ID (text input), Last Name (text input), Birth Month (dropdown menu showing 'January'), and Birth Day (dropdown menu showing '1'). Below the form is a 'Submit' button. A note at the bottom of the form reads: 'To claim your university computing account, please fill out and "Submit" the information for each step of the process. Please be sure to complete all 6 steps and close your browser when finished.'

3. The "Account Resources" page contains your username and student email account. Record and keep this information.
4. Need to reset your password? Click "Change Password" button on the Account Resources page or go to <https://passport.ucdenver.edu/passwordreset/>.

5. Once your account is set up, you can log into the student portal to view your account.
6. Now you can pay the deposit online:
 - a. Login to the student portal at <https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>
 - b. Click **UCDAccess** under University Resources
 - c. Click **Student Account** under Student Center



- d. Under Student Account click **Pay Deposit** (you will need to scroll down).

Michele's Student Center

Student Account [X]

- [Redacted]
- COF Authorization/Review
- Direct Deposit Student Refunds
- View Student Permissions
- Pay Deposit**
- View 1098-T

Tasks - Holds Tasks - To-Do Items

e. Click **Pay Deposit** on next screen

deposit. If this is needed for your program, you will be directed to make the payment. The appropriate semester and dollar amount should be selected when making the payment. Your program will provide this information.

For more information, please visit:

Denver Students: <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/PayingYourBill/Pages/BillingGuide.aspx>

Anschutz Medical Center Students:

- f. On the Enter Payment Screen, **Select Appropriate Term** (Fall for July or October start and Spring for January or April start)
- g. **Select Amount** \$500 if a MS student and \$200 if a Graduate Certificate student
- h. Choose your **Payment Method** and **Continue**

Account: DNVR Advanced Registration Pay

Amount Due: \$200.00

Select Appropriate Term*: Fall 2020

Select Amount*:
✓ 200.00
400.00
500.00
750.00
1000.00

Total Amount: 500.00

Payment Method*: Select One...

Please note, your deposit will be credited towards your first quarter's tuition bill.